



Montana  
Office of Public Instruction

Office of Public Instruction  
P.O. Box 202501  
Helena, MT, 59620-2501  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)  
[opi.mt.gov](http://opi.mt.gov)

TO: School Principals/Authorized Representatives  
FROM: Jessica Eilertson, State Assessment Director  
DATE: March 2017  
RE: Test Security Information on Responsibilities and Agreements for Spring 2017 Smarter Balanced Assessment

The memo provides information on the responsibilities of School Principals/ Authorized Representatives, key information for test administration and test security training, and instructions for using the online program for test security agreements after testing.

**This document is specific to the Smarter Balanced Assessment.**

### 1. Responsibilities

The principal/ authorized representative for a school participating in the Smarter Balanced assessment is responsible for ensuring that school personnel administering the assessment have received appropriate training regarding testing security and test administration.

The Smarter Balanced Consortium requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to view the test questions. All test questions are to be regarded as secure instruments and are for the sole purpose of Smarter Balanced testing.

As the School Principal/Authorized Representative, you are required to certify online that you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them and that before administering the Smarter Balanced Assessment, all educators in your school involved with these assessments were provided training and information to assist them in their professional responsibility as educators to maintain the security of the test. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *2015 Guidelines and Procedures for Test Security*, Appendix A and is online. Both are online at the following link by clicking on the Security Tab: [http://opi.mt.gov/curriculum/MontCAS/#p7AP3c10\\_3](http://opi.mt.gov/curriculum/MontCAS/#p7AP3c10_3) It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school with the principal/authorized representative.

*The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.*

You will certify that the training of educators in your school included the following:

1. Each educator involved in the assessments reviewed the Test Security Guidelines.
2. Each educator involved in the assessments completed the TA Certification Course on the MT Smarter Balanced portal (<http://mt.portal.airast.org/>).
3. Test security, test administration, and accommodations
  - a. Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, stimulus passages, or performance tasks.
  - b. What constitutes a security breach specified in the *OPI Test Security Guidelines*
  - c. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact AYP determination(s).
3. Procedures for test administration outlined in the *Test Administrator Manuals*, *OPI Accommodations Manual*, and *OPI Test Security Guidelines* must be followed.

## **2. Key Information for Training**

**Follow procedures for test administration, test security and accommodations as outlined in the following documents:**

- *Test Administrator Manual for the Smarter Balanced Assessment*
- *Test Security Guidelines*
- *Testing Irregularity Report Form (TIR)*
- *Accommodations Manual and Guidance Memo*

## **In the Testing Classroom**

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

## **Accommodations Reminders**

- There is no standard accommodation (including read aloud) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the Smarter Balanced Assessment or the need for independent work by the students.
- Allowable standard accommodations for the Smarter Balanced Assessment that are described in a student's IEP/504 Plan should match those used during the administration of the Smarter Balanced Assessment.
- Non-standard accommodations for the Smarter Balanced Assessment that are described in a student's IEP/504 Plan should be used during the administration of the Smarter Balanced Assessment.
- Accommodations coded with \* are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with \*\* are intended for use with students identified as IEP/504/LEP.

These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.

- In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the Smarter Balanced assessment with an accommodation keyed with \*\*. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Jessica Eilertson, 406-444-3656 [JEilertson@mt.gov](mailto:JEilertson@mt.gov)

*Test Security Agreement Memo for Principals/Authorized Representatives, March 2017*

- For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed:
  - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
  - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
  - There is data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
  - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

### 3. Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and the School Coordinator.
- The School Coordinator should log the test impropriety into the TIDE system. For specific directions on how to log an impropriety, please see page 46 of the TIDE User Guide on the MT Smarter Balanced portal (<http://mt.portal.airast.org/>).

### 4. Submitting the Agreement

Immediately after testing is completed, please go online to complete the test security agreement for your school.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Smarter Balanced Test Security Agreement, then select Principal/Authorized Representative, then select your school.
- **NOTE: In some cases, one person may fill more than one role for a system or fill roles for several systems. A Test Coordinator Security Agreement must be submitted for every role and for every system.**